



Statewide Transportation Improvement Program (STIP) Development Process



Utah Department of Transportation
Program Development
December 2001

STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM

(STIP)

TRANSPORTATION IMPROVEMENT PROGRAM

(TIP)

DEVELOPMENT PROCESS

September 25, 2001

**In Coordination with Metropolitan Planning Organizations, UTA, and FHWA with
Utah Department of Transportation**

**STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM
(STIP)
DEVELOPMENT PROCESS**

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ACRONYMS FOUND IN STIP PROCESS

BMS	Bridge Management System
CMPO	Cache Metropolitan Planning Organization
CMS	Congestion Management System
JHC	Joint Highway Committee
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
LGPE	Local Government Projects Engineer
MAG	Mountainland Association of Governments
MPO	Metropolitan Planning Organization
PPMS	Preconstruction Project Management System
PMS	Pavement Management System
SLRP	Statewide Long Range Transportation Plan
SMS	Safety Management System
STIP	Statewide Transportation Improvement Program
TIP	Transportation Improvement Program
UDOT	Utah Department of Transportation
UTC	Utah Transportation Commission
WFRC	Wasatch Front Regional Council

LETTERS OF INTENT DUE TO MPOS

ACTIVITY # MPO 1

Oct 20 to Dec 10

RESPONSIBILITY:

MPO TIP Coordinators

DESCRIPTION:

The MPO sends notices to all communities and transportation agencies in the its region requesting potential sponsors to submit projects for the consideration for Surface Transportation Program funds or Congestion Mitigation/Air Quality Program funds available in the MPO region. The letter of intent submitted by the sponsoring agency should be signed by the Mayor, Commissioner, or executive director of the sponsoring agency or by his or her designee. Projects to be considered will need to meet the eligibility criteria for the federal programs, be sponsored by a public agency, and incorporate congestion management strategies, as appropriate.

PRODUCT:

Letters of Intent for a perspective project to receive STP or CMAQ federal funding.

DISTRIBUTION:

MPO TIP Coordinators

ITS Consistency

RESPONSIBILITY:

MPO ITS Coordinator

DESCRIPTION:

For ITS projects, the sponsor is responsible for obtaining and completing the ITS Planning Consistency Certification Form. Sponsors of state, UTA, or locally funded projects with ITS elements are responsible for using the ITS Planning Consistency Checklist to identify what ITS elements might be appropriate to include in the projects, and to review those elements with the traffic management committee. Sponsors seeking federal funding for projects with ITS elements receive an ITS Planning Consistency Checklist and complete it as part of the draft concept report.

PRODUCT:

Completed ITS Planning Consistency Certification Forms and Checklists

CMS Consistency

RESPONSIBILITY:

MPO CMS Coordinator

DESCRIPTION:

After SOV capacity-increasing projects are approved as part of the STIP, the MPO meets with the project sponsor and discusses TSM and TDM elements that would be reasonable to include as part of the project, using the writeup in the CMS document as a starting point. In preparation of the environmental document, the sponsor is responsible for demonstrating that all reasonable TSM and TDM elements are included in the project. FHWA and the MPO review this demonstration and work with the sponsor to ensure consistency with the CMS.

PRODUCT:

Documentation of CMS consistency

DISTRIBUTION:

MPO Staff
Project sponsors
FHWA

CONCEPT REPORTS DUE TO MPO

ACTIVITY # MPO 3

Jan 10 - Feb 15

RESPONSIBILITY:

MPO TIP Coordinators

DESCRIPTION:

The request for concept reports is made at the same time the request for letters of intent are sent out. Reminders are sent out to the perspective sponsors when the MPO receives a letter of intent. Sponsors of projects submitted for consideration will need to submit a draft project concept report on or before the date designated by the MPO for a preliminary review for completeness and context. The sponsors must then submit a final concept report after addressing any comments by a set date, established by the MPO. It is important that project concept reports be received by the designated deadline in order to analyze projects for selection early in the spring.

PRODUCT:

Draft and Final concept reports for perspective projects to receive STP or CMAQ federal funding.

DISTRIBUTION:

MPO TIP Coordinators

UDOT SHARES FINANCIAL DATA WITH MPOs

ACTIVITY # MPO 4

Feb 15 - Mar31

RESPONSIBILITY:

UDOT STIP Coordinator & Program Development Officer

DESCRIPTION:

UDOT Shares fund balances of STP & CM / AQ funds expended to date. This report is requested on a monthly basis by the MPO's

PRODUCT:

A complete list of funds available to program for future years

DISTRIBUTION:

MPO TIP Coordinators
STIP Coordinator

EVALUATE CONCEPT REPORTS AND SUBMITTED PROJECTS

ACTIVITY # MPO 5

Feb 15 - Mar 31

RESPONSIBILITY:

MPO TIP Coordinator

DESCRIPTION:

The MPO Tip Coordinator reviews the concept reports and prepares the necessary information for evaluation. The evaluation information includes but is not limited to, accidents, current and projected average daily traffic (ADT), air quality emissions reduction for CMAQ projects, existing and proposed right-of-way (ROW), existing and proposed number of lanes and pavement widths, costs per mile, and coordination with TSM / TDM strategies.

PRODUCT:

Spreadsheet containing all projects with the appropriate evaluation information.

DISTRIBUTION:

MPO Staff

MPO STAFF RECOMMENDATIONS

ACTIVITY # MPO 6

Mar 1 - Mar 30

RESPONSIBILITY:

MPO TIP Coordinators

DESCRIPTION:

Based on evaluation and field reviews, MPO staff will develop a draft recommended Surface Transportation Program (STP) and a Congestion Mitigation / Air Quality Program (CMAQ), to present at the Area Transportation Technical Advisory Committees and the MPO's Transportation Committee for recommendations to the MPO Board.

PRODUCT:

The MPO Staff's draft recommended Surface Transportation Program (STP) and the Congestion Mitigation / Air Quality Program (CMAQ).

DISTRIBUTION:

MPO Staff
Area Transportation Technical Advisory Committees
MPO Transportation Committee
MPO Board

MPO FIELD REVIEW OF PROJECTS

ACTIVITY # MPO 7

Mar 1 - Mar 31

RESPONSIBILITY:

MPO TIP Coordinator

DESCRIPTION:

The MPO TIP Coordinator schedules a field review where representatives of the MPO, UDOT, and FHWA meet with project sponsors at the project site. The sponsors explain the concept of the submitted project and answer questions. The field review provides an opportunity for MPO, UDOT, and FHWA staff to identify anything overlooked in the concept report, to suggest possible changes to the project concept, and to review the cost estimate for completeness.

PRODUCT:

Summary of comments and recommendations for projects reviewed.

DISTRIBUTION:

MPO Staff
Project sponsors

UTA FUNDING LEVELS

ACTIVITY # MPO 8

Mar 15 - April 15

RESPONSIBILITY:

MPO Transit Coordinator / Transit Authority Representative(s)

DESCRIPTION:

MPO and UTA staff review authorized transit funding levels to estimate level of funding anticipated for the coming five years. Formula funds are generally assumed to remain at the same level as the current fiscal year. Discretionary funding is estimated based on past experience and authorized levels. Funding adjustments will be made in October with the Federal Appropriations.

PRODUCT:

Federal funding amounts for the Transit Authority.

DISTRIBUTION:

MPO Staff
Transit Authority Representative(s)
Area Transportation Technical Advisory Committees
MPO Transportation Committee
MPO Board

UTA PROJECT RECOMMENDATIONS

ACTIVITY # MPO 9

Apr 1- April 30

RESPONSIBILITY:

MPO TIP Coordinator

DESCRIPTION:

The MPO staff works with UTA staff to compile the technical priorities from the transit authority and develop recommendations for the Federal Transit 5307, 5309 funds. This recommendation is compiled with the other programs to form the draft TIP.

PRODUCT:

Draft Federal Transit Program

DISTRIBUTION:

MPO Staff
Transit Authority Representative(s)

MPO BOARD APPROVAL OF URBAN STP & CMAQ PROJECTS

ACTIVITY # MPO 10

April 1 - April 30

RESPONSIBILITY:

MPO TIP Coordinators

DESCRIPTION:

The MPO TIP Coordinators compile their Surface Transportation Program (STP) and their Congestion Mitigation / Air Quality Program (CMAQ) project recommendations from the technical committee and present the recommendations to the MPO board to obtain approval. UDOT, Joint Highway, UTA, and locally funded projects will be approved with the draft TIP approval 1 June.

PRODUCT:

Draft list of Urban STP and CM/AQ Projects

DISTRIBUTION:

MPO Staff
UDOT STIP Coordinator

COMPILE DRAFT MPO TIPS

ACTIVITY # MPO 11

April 1 - Apr 30

RESPONSIBILITY:

MPO TIP Coordinators

DESCRIPTION:

The MPO TIP Coordinators compile their Surface Transportation Program (STP) and their Congestion Mitigation / Air Quality Program (CMAQ) with the Other Federal Transit program, the Other Federal Funded Program, the State Funded Program, and the Locally Funded Projects within their region, in preparation for committee reviews and recommendations in May.

PRODUCT:

Draft TIP

DISTRIBUTION:

MPO Staff

DRAFT CONFORMITY DETERMINATIONS TO FTA, FHWA, UDOT & DAQ

ACTIVITY # MPO 12

May 1 - May 31

RESPONSIBILITY:

MPO Air Quality Coordinator

DESCRIPTION:

The MPO Air Quality Coordinator prepares the draft conformity finding based on Federal regulations and guidance. This is accomplished by using the approved EPA MOBILE source emissions model to estimate emission rates and total emissions. The emission rates and total emissions are then compared to the emission budgets in the State Implementation Plan (SIP) to determine conformity.

The MPO Air Quality Coordinator sends this to FHWA, FTA, UDOT, & DAQ for review and comment.

PRODUCT:

Draft Conformity Determination for the Draft TIP

DISTRIBUTION:

MPO Staff
FHWA
FTA
UDOT Program & Development Air Quality Coordinator
Division of Air Quality MOBILE Source Representatives
Area Transportation Technical Advisory Committees
MPO Transportation Committee
MPO Board

DRAFT TIP APPROVAL FOR PUBLIC COMMENT

ACTIVITY # MPO 13

June 1

RESPONSIBILITY:

MPO TIP Coordinator

DESCRIPTION:

The MPO staff presents the Draft TIP to the MPO Transportation Committee for recommendation to the MPO Board for approval and to be made available for Public Comment. The public comment period has a minimum period of 30 days with a corresponding public open house.

PRODUCT:

Approval to go out for public comment period with a corresponding public open house

DISTRIBUTION:

MPO TIP Coordinator
STIP Coordinator
FHWA
FTA
Interested Public

RESPONSIBILITY:

MPO Air Quality Coordinator

DESCRIPTION:

The MPO Air Quality Coordinator re-evaluates the draft conformity finding based on the comments received by FHWA / FTA, UDOT, & DAQ to prepare the final draft conformity finding. This again, is accomplished by using the approved EPA MOBILE source emissions model to estimate emission rates and total emissions. The emission rates and total emissions are then compared to the emission budgets in the State Implementation Plan (SIP) to determine conformity.

PRODUCT:

Final Draft Conformity for the Draft TIP

DISTRIBUTION:

MPO Staff
FHWA
FTA
UDOT Program & Development Air Quality Coordinator
Division of Air Quality Mobil Source Representatives
Area Transportation Technical Advisory Committees
MPO Transportation Committee
MPO Board
Interested Public

TIP PUBLIC COMMENT PERIOD

ACTIVITY # MPO 15

June 1- July 31

RESPONSIBILITY:

MPO TIP Coordinator

DESCRIPTION:

Notification is sent out to all interested individuals and the public and community leaders, in the form of letters, e-mails, postcards, and newspaper ads in all the local papers advertising the public comment period for the TIP. A copy of the Draft TIP is placed on the MPO web page for convenience to the interested public. This comment period last a minimum of 30 days, and every effort is made to obtain as many comments as possible. Midway through the comment period a public open house is scheduled to allow the public to come and see the draft Transportation Improvement Program, the conformity determination, ask questions and make comments.

PRODUCT:

Public comments on the Transportation Improvement Program and Conformity Determination.

DISTRIBUTION:

MPO Staff
FHWA
FTA
STIP Coordinator
UDOT Program & Development Air Quality Coordinator
Division of Air Quality Mobil Source Representatives
Area Transportation Technical Advisory Committees
MPO Transportation Committee
MPO Board

COMPILE PUBLIC COMMENTS

ACTIVITY # MPO 16

July 15 - July 31

RESPONSIBILITY:

MPO TIP Coordinator

DESCRIPTION:

The MPO staff reviews and responds to each public comment with a written response, if possible, to the one that made the comment. The comments are compiled with the appropriate response for the final report and for review with the Area Technical Committees, MPO Transportation Committee, and the MPO Board.

PRODUCT:

The compilation of the public comments and their responses from the MPO.

DISTRIBUTION:

MPO Staff
FHWA
FTA
STIP Coordinator
UDOT Program & Development Air Quality Coordinator
Division of Air Quality Mobil Source Representatives
Area Transportation Technical Advisory Committees
MPO Transportation Committee
MPO Board

MPO FINAL TIP AND CONFORMITY TO FTA / FHWA FOR APPROVAL

ACTIVITY # MPO 17

August 1

RESPONSIBILITY:

MPO TIP Coordinator

DESCRIPTION:

MPO TIP Coordinator provides a compilation of public comments to staff prior to submitting the Final Draft TIP for approval. The Staff provide comments so that the TIP Coordinator can make appropriate modifications to the TIP and the MPO Air Quality Coordinator can make appropriate modifications to the Conformity Determination. The MPO TIP Coordinator submits the information to Federal Transit Administration and Federal Highways Administration for approval.

The MPO TIP Coordinator also submits the information to UDOT for concurrence review. After UDOT conducts the concurrence review, the final conformity determination is forwarded on to FHWA / FTA for their final approval.

PRODUCT:

Final TIP and Conformity for FTA / FHWA to approve

DISTRIBUTION:

MPO Staff
FHWA
FTA
STIP Coordinator
UDOT Program & Development Air Quality Coordinator
Division of Air Quality Mobil Source Representatives
Area Transportation Technical Advisory Committees
MPO Transportation Committee
MPO Board

FTA / FHWA CONFORMITY DETERMINATION

ACTIVITY # MPO 18

August 15

RESPONSIBILITY:

MPO TIP Coordinator / FHWA & FTA

DESCRIPTION:

After coordinating with EPA and reviewing the MPO conformity determination, FTA and FHWA will prepare a letter jointly signed by both stating that they concur in the conformity finding.

PRODUCT:

Conformity Determination for the Transportation Improvement Program

DISTRIBUTION:

MPO Staff
FHWA
FTA
UDOT Program & Development Air Quality Coordinator
Division of Air Quality Mobil Source Representatives
Area Transportation Technical Advisory Committees
MPO Transportation Committee
MPO Board

MPO POLICY BOARD APPROVAL

ACTIVITY # MPO 19

August 30

RESPONSIBILITY:

MPO

DESCRIPTION:

The MPO approves the Transportation Improvement Program and the Self Certification, Resolutions and Self Certification is signed. The MPO sends a letter to the Transportation Commission for the TIP to be adopted into the STIP

PRODUCT:

Approved Transportation Improvement Program, Certification

DISTRIBUTION:

MPO TIP Coordinator
STIP Coordinator
FHWA
FTA
Transit Authority
Interested Public

FINAL TIP ON THE MPO WEB PAGE AND PRINTED

ACTIVITY # MPO 20

Oct 15

RESPONSIBILITY:

MPO TIP Coordinator

DESCRIPTION:

The MPO Tip Coordinator makes sure that the Transportation Improvement Program is placed on the MPO Web page for easy access and coordinates the printing and distribution of any hard copies. Interested persons, public and community leaders are notified of the publication availability on the web and hard copy, by a letter, e-mail, or postcard.

PRODUCT:

Final TIP on MPO Web Page and Printed copy

DISTRIBUTION:

MPO TIP Coordinator
STIP Coordinator
UDOT Program Development Director
UDOT Program Development Officer
FHWA
FTA
Transit Authority
Interested Public

FINAL PRINTED TIP & DISTRIBUTION

ACTIVITY # MPO 21

Nov 1

RESPONSIBILITY:

TIP Coordinator

DESCRIPTION:

Coordinates the printing and distributions of hard copies. By way of distribution, the interested persons, public and community leaders are notified of the publication availability on the web and hard copy, by a letter, e-mail, or postcard.

PRODUCT:

Final Bound and Printed STIP

DISTRIBUTION:

MPO TIP Coordinator
STIP Coordinator
UDOT Program Development Director
UDOT Program Development Officer
UDOT Region Director
UDOT Region Asst. Director
FHWA
FTA
Transit Authority
Interested Public

UDOT PUBLIC MEETINGS WITH MPO AREAS

ACTIVITY # UDOT 1

Aug 1 to Oct 15

RESPONSIBILITY:

Engineer for Statewide Planning

DESCRIPTION:

Comments, ideas, and concerns from the public and local elected officials are gathered at a series of regional public meetings. Meetings are held annually throughout the State, with two or more counties participating in each meeting. Topics discussed include the state transportation system needs, local priorities, Statewide Long Range Transportation Plan, and funding. Groups not traditionally involved in the planning process are specifically notified of the public meetings. These groups include neighborhood and regional groups concerned with transportation, local economic development, heritage preservation, or community involvement. Meetings are held jointly with the MPO in the large urbanized areas. The transit authority participates and the MPO takes the lead. This provides the opportunity to have the metropolitan planning process explained and allow public comment for that process. The Engineer for Statewide Planning and the MPO's schedule the meetings, take minutes, and compile a list of ideas and issues raised.

PRODUCT:

A list of suggested transportation priorities.
Citizens and local officials issues and concerns.

DISTRIBUTION:

UTC
STIP Coordinator
Engineer for Statewide Planning
Engineer for Urban Planning
Region Directors
Region Preconstruction Engineer
MPO Governing Boards
MPO TIP Coordinators

UDOT PUBLIC MEETINGS RURAL AREAS

ACTIVITY # UDOT 2

Aug 1 to Oct 15

RESPONSIBILITY:

Engineer for Statewide Planning

DESCRIPTION:

Comments, ideas, and concerns from the public and local elected officials are gathered at a series of regional public meetings. Meetings are held annually throughout the State, with two or more counties participating in each meeting. Topics discussed include the state transportation system needs, local priorities, Statewide Long Range Transportation Plan, and funding. Groups not traditionally involved in the planning process are specifically notified of the public meetings. These groups include neighborhood and regional groups concerned with transportation, local economic development, heritage preservation, or community involvement. User Groups, are given a chance to give input on corridor and route priorities at informal meetings throughout the year. These groups could include federal, state, and local agencies, Indian Nations, Utah Travel Council, busing and trucking interests, railroads, bicycle and pedestrian interests, and other transportation stakeholders. The Engineer for Statewide Planning schedules meetings with the user groups, takes notes, and compiles a list of suggestions prior to the public involvement meetings.

PRODUCT:

A list of suggested transportation priorities.
Citizens and local officials issues and concerns.

DISTRIBUTION:

UTC
STIP Coordinator
Engineer for Statewide Planning
Engineer for Urban Planning
Region Directors
Region Preconstruction Engineer

JOINT HIGHWAY COMMITTEE TIP PROJECTS

ACTIVITY # UDOT 3

Apr 1 to May 15

RESPONSIBILITY:

Local Government Projects Engineer

DESCRIPTION:

Federal-aid local government projects are developed by the Joint Highway Committee, which consists of 15 members chosen by the Utah Association of Counties and 15 members chosen by the Utah League of Cities and Towns. The JHC furnishes UDOT with a non-urban program TIP, a small urban area program TIP, a bridge replacement program TIP, and a state park access road TIP. The LGPE provides staff support to and liaison with the JHC and furnishes to the STIP Coordinator all four TIPs, sorted by Region, in STIP format in electronic format.

PRODUCT:

Local Government TIPs.

DISTRIBUTION:

STIP Coordinator
Region Local Government Consultant Managers

STIP INPUT REGIONS & HEADQUARTERS

ACTIVITY # UDOT 4

Sept 1 to Jan 31

RESPONSIBILITY:

Region Directors

DESCRIPTION:

Information from the Pavement Management System (PMS), Congestion Management System (CMS), Corridor Studies, and other system programs are received by the Region to aid in the project decision making process and to prepare for the Public Involvement Meetings. The Region requests the information from the Program Development Group, as needed.

Information from the Bridge Management System (BMS) and the Safety Management System (SMS) are received by the Region to aid in the project decision-making process and to prepare for the Public Involvement Meetings. The Region requests the information from the Structures Division and the Traffic and Safety Division, respectively, as needed.

Included in the above information are needs lists for congestion projects, capacity projects, bridge projects, pavement rehabilitation or reconstruction projects, and safety projects. The Region Roadway Management Teams conduct field reviews to confirm and refine the needs lists in preparation for the Public Involvement Meetings, the Region Workshops, and the Commission Workshop. The lists are stored and distributed electronically in the format of the STIP. The preservation strategy is reviewed to insure conformance with the original goals. Information and data from the Management Systems and the Statewide Long Range Transportation Plan (SLRP) are used to select projects for the Region Preservation Project List. At a minimum, the list should include the following:

Concrete Projects

Joint Reseals

Rehabilitation

Reconstruction

Asphalt Projects

Surface Reseals

Surface Rejuvenation

Chip Seals Open Graded Seals

Overlays and Rehabilitation

Reconstruction

PRODUCT:

List of recommended projects for public meetings and Region Workshops.
Region Preservation Project List

DISTRIBUTION:

Area Transportation commissioner

Engineer for Statewide Planning

Region Operations Engineer

Region Pavement/Roadway Management Engineer

Maintenance Operations Engineer

MPO TIP Coordinators

STIP Coordinator

Region Precon. Engineer

Region Materials Engineer

Region Director

Region Const. Engineer

Region Traffic Engineer

COMPILE PUBLIC COMMENTS

ACTIVITY # UDOT 5

Oct 16 to Oct 31

RESPONSIBILITY:

Region Director /STIP Coordinator / Engineer for Statewide Planning

DESCRIPTION:

Public comments are reviewed and used in developing and modifying the draft Region project recommendations. The Programming Engineer will forward to the Engineer for Statewide Planning and to the Region Director any comments received from the public. The Region Director will forward results of their Region local planning and partnering meetings to the Engineer for Statewide Planning and to the Programming Engineer. The Engineer for Statewide Planning will transmit summaries from public involvement meetings to the Region Director and the STIP Coordinator.

PRODUCT:

Issues to be considered in preparing draft region request.

DISTRIBUTION:

STIP Coordinator
Region Directors
Region Preconstruction Engineers
Engineer for Statewide Planning
MPO TIP Coordinators

ITS CONSISTENCY REVIEW NON MPO AREAS

ACTIVITY # UDOT 6

Nov 1 - Nov 30

RESPONSIBILITY:

ITS Deployment Engineer, UDOT ITS Division

DESCRIPTION:

Project sponsors will categorize their requested project: ITS Project or Project With ITS Elements. For **ITS Projects**, the sponsor is responsible for obtaining and completing the *ITS Planning Consistency Certification Form*. This one-page form is used with the intent to prevent “stovepipe” solutions that cannot be integrated into a regional system without substantial post-deployment costs.

Sponsors of **Projects With ITS Elements** is responsible for obtaining and completing a similar form entitled *ITS Planning Consistency Checklist*. This one-page checklist is used with the intent not to dictate or dramatically change the scope of the project, but to come up with reasonable additions or alternatives within the project and demonstrate consistency with the Regional Architecture at a planning level.

PRODUCT:

Completed ITS Planning Consistency Certification Forms and Checklists

DISTRIBUTION:

ITS Projects -	ITS Division Statewide Planning Project Sponsors FHWA
Projects With ITS Elements -	Region Office ITS Division TOC Project Sponsors FHWA

REGION WORKSHOPS

ACTIVITY # UDOT 7

Jan 1 to Jan 30

RESPONSIBILITY:

Region Director

DESCRIPTION:

The workshop is held to provide early involvement of the UTC in the development of the draft Region project recommendations and to review the Region Preservation Program. The Region schedules the workshop, invites participants including a UTC member, the Engineer for Statewide Planning, the STIP Coordinator, the MPO TIP Coordinators, and local officials. The Region prepares project recommendations in the format of the STIP, and prepares a draft Preservation Program. Public and legislative input is considered.

The draft Region project recommendations are a prioritized list of recommended projects for the third year of the new STIP, including projects in each of the following areas: Ports of Entry, Rest Areas, Reconstruction, Traffic Operations, Safety, Congestion, and Capacity. If a full environmental impact statement (EIS) is required, it shall be completed prior to the project advancing into the third year of the STIP. A prioritized list, on standard format, of recommended projects for advancement from the Statewide Long Range Transportation Plan to the out years (Concept Development) of the new STIP is developed and becomes part of the draft TIP.

The draft Preservation Program includes a prioritized listing of projects in each of the following areas: Asphalt Preservation, Concrete Preservation, and Structures Preservation.

Spot improvement projects may also be developed.

PRODUCT:

A draft Region Project Recommendations and Preservation Program.

DISTRIBUTION:

Area Transportation Commissioner
Project Pavement Management Engineer
Region Directors
Region Preconstruction Engineer

STIP Coordinator
Engineer for Statewide Planning
Pavement Management Engineer
MPO TIP Coordinators

PUBLIC LANDS HIGHWAY PROJECTS MEETING & ADDED TO DRAFT STIP

ACTIVITY # UDOT 8

Feb 1 to Mar 31

RESPONSIBILITY:

Engineer for Statewide Planning
STIP Coordinator

DESCRIPTION:

An annual meeting is held with FHWA Central Federal lands and UDOT to establish a list of public lands highway projects for the STIP. Includes Public Lands, National Parks, and National Forest road projects.

Immediately following the joint FHWA Central Federal Lands / UDOT meeting, a presentation of the selected projects is made to the Utah Transportation Commission. Within 10-working days of the meeting (mid-February), the agreed to project list will be distributed to the UDOT through the FHWA Division Office with a concurrence form for signature by the Director of Program Development. The form will be signed and returned to the Division Office by the UDOT before the end of March and the projects will be included as part of the next STIP.

Indian Reservation Road (IRR) projects are not part of the annual public lands meeting. They will be forwarded quarterly to the UDOT from the FHWA Division for inclusion in the STIP.

The STIP Coordinator receives project listings from FHWA for projects to be constructed on Indian Reservation Roads, Public Lands Highway projects, National Park Roads, and Forest Highway Projects, which are required to be included in the STIP.

PRODUCT:

Public Lands highway projects for the Draft STIP Indian Reservation Road Projects, Public Lands Highway Projects, National Park Road, and Forest Highway projects for the STIP.

DISTRIBUTION:

STIP Coordinator
Director, Office of Program Development
Engineer for Statewide Planning

FISCAL ANALYSIS

ACTIVITY # UDOT 9

Feb 1 to Feb 28

RESPONSIBILITY:

Cash Management Accountant (Comptroller's Office)

DESCRIPTION:

Available funds and projections are prepared for the new STIP.

The Program Development Officer provides projections of Federal funds available. Federal projections are based on the most recent appropriations and obligation authority applicable to Utah. Unless specific information concerning future funding is provided by FHWA or UDOT Management, current Federal funds are assumed to remain constant for the time period covered in the STIP.

The Cash Management Accountant provides projections of State funds available, as needed. Projections of State funds are based on an analysis of state highway user taxes and fees and the programs that are supported by these revenues. Major programs include: 1. Transfer of funds to other state agencies (such as the State Tax Commission), 2. B and C allocations to counties and cities, 3. Transfer of funds to Department Operations and Support Groups, 4. Allocations of funds for regular maintenance, and 5. Funds for contractual maintenance. The balance of funds, available after the major programs are subtracted, determines the level of funds available for State Construction Projects.

PRODUCT:

Funds available for programming new Federal and state construction projects, including funds for right-of-way and engineering.

DISTRIBUTION:

Executive Director
Deputy Director
Program Development Director
STIP Coordinator
Programming Engineer
Region Engineers
MPO TIP Coordinators

COMPILE LEGISLATIVE COMMENTS

ACTIVITY # UDOT 10

Feb 15 to Feb 28

RESPONSIBILITY:

Region Director /STIP Coordinator / Engineer for Statewide Planning

DESCRIPTION:

Legislative comments are reviewed and used in developing and modifying the draft Region TIP. The Programming Engineer will forward to the Engineer for Statewide Planning and to the Region Director any comments received from the Legislature. The Region Director will forward results of their Region local planning and partnering meetings to the Engineer for Statewide Planning and to the Programming Engineer. The Engineer for Statewide Planning will transmit summaries from public involvement meetings to the Region Director and the STIP Coordinator.

PRODUCT:

Issues to be considered in preparing draft region request.

DISTRIBUTION:

STIP Coordinator
Region Directors
Region Preconstruction Engineers
Engineer for Statewide Planning
MPO TIP Coordinators
Legislative Analyst

LOCAL GOVERNMENT ANNUAL VISITS

ACTIVITY # UDOT 11

Feb 15 to Mar 31

RESPONSIBILITY:

Local Government Program Engineer

DESCRIPTION:

Annual meetings will be held locally to reach out to local city and county officials including county commissioners mayors road supervisors local engineers and consultant engineers. Topics to be discussed include the following:

Class B & C Regulations

Distribution of formula & State funds available

Certification of mileage and update procedures

Other State Funded programs: (Mineral Lease, State Parks access & Sidewalk Programs)

Federal Aid participating programs

Project Status of Existing Projects

State Transportation Long Range Plan and STIP Process

Other coordination activities and information

PRODUCT:

County and City officials and other technical people invited to the meetings will be educated and given direction to take to participate in State and Federal funding programs.

DISTRIBUTION:

WEB Notices and Letters of invitation to all Counties, Cities, and towns in Utah with Coordination Schedule of visits.

STAFF RECOMMENDATIONS

ACTIVITY # UDOT 12

March 1 to March 31

RESPONSIBILITY:

STIP Coordinator / Region Directors

DESCRIPTION:

The STIP Coordinator reviews the currently approved STIP. Identify projects where the cost has increased or decreased significantly or the project scope has changed. Major changes in concept and/or project cost are done in compliance with UDOT Design Process. Project costs will be balanced with the latest revenue projections for the third year of the new STIP. Region Directors will be advised of projected funding levels as a basis for recommending projects for the program.

PRODUCT:

Projected funding levels for each of the major funding programs in the new STIP.

DISTRIBUTION:

Program Development Director
STIP Coordinator
Region Directors
Region Preconstruction Engineers
MPO TIP Coordinators
Local Government Projects Engineer

ENHANCEMENT COMMITTEE PROJECTS

ACTIVITY # UDOT 13

Mar 1

RESPONSIBILITY:

STIP Coordinator and Statewide Planning Engineer

DESCRIPTION:

The Enhancement Committee selects enhancement projects. The UTC has determined that bicycle and pedestrian projects are first priority, beautification projects are second priority, and all other enhancement projects are third priority. The Engineer for Statewide Planning furnishes electronically to the STIP Coordinator a list of selected projects, by Region, in STIP format. The STIP Coordinator notifies the MPOs of the selected projects within their regions.

PRODUCT:

Enhancement Projects for the STIP.

DISTRIBUTION:

STIP Coordinator
Local Government Projects Engineer
Region Local Government Consultant Managers
MPO TIP Coordinators

RECOMMENDED PROJECTS TO UDOT LEADERSHIP

ACTIVITY # UDOT 14

Mar 15 to Mar 31

RESPONSIBILITY:

STIP Coordinator

DESCRIPTION:

Compile a list of projects from region workshops. Also include TIP's from MPO's

PRODUCT:

List of Recommended projects for the Draft STIP

DISTRIBUTION:

UTC

Region Directors

MPO TIP Coordinators

Director for Statewide Planning

Engineer for Planning

OTHER PROJECTS (SAFETY, RAIL, BRIDGE MAINTENANCE & PRESERVATION)

ACTIVITY # UDOT 15

Apr 1

RESPONSIBILITY:

STIP Coordinator and Engineer for Maintenance

DESCRIPTION:

The STIP Coordinator receives from the Engineer for Maintenance, a draft listing of “Orange Book” Preservation Projects to be advertised by the Maintenance Division in the next year. The final listing is included in the appendix of the STIP for informational purposes and is submitted to the STIP Coordinator in September.

PRODUCT:

Project listings by Region/District for the various categories of maintenance funded Preservation Projects.

DISTRIBUTION:

Program Development Director
STIP Coordinator
Region Directors
MPO TIP Coordinators

PUBLIC TRANSIT 5310 & 5311 PROJECTS

ACTIVITY # UDOT 16

Apr 1 to Apr 15

PUBLIC TRANSIT 5310: **RESPONSIBILITY:**

UDOT, Public Transportation Team (PTT)
Federal Transit Administration (FTA) 5310 Program Manager

DESCRIPTION:

A federal program encouraging federal and local investment in specialized public transportation dedicated to elderly and people with disabilities use. Final funding adjustments will be made in October with the Federal Appropriations.

PRODUCT:

Federal Transit Administration formula grant funds (80%) and Local Public / Private funds (20%) provision for the purchase of vehicles / buses and related equipment to provide specialized public transportation service.

DISTRIBUTION:

Statewide competitive application process.

PUBLIC TRANSIT 5311: **RESPONSIBILITY:**

UDOT, Public transportation Team (PTT) Federal Transit Administration (FTA) 5311 Program Manager

DESCRIPTION:

A federal program encouraging federal and local investment in Fixed route rural and small urban public transportation. Final funding adjustments will be made in October with the Federal Appropriations.

PRODUCT:

Federal Transit Administration formula grant funds (80%) and Local Public / Private funds (20%) provision for the purchase of vehicles / buses and related equipment to provide fixed route public transportation service in non-urbanized areas.

DISTRIBUTION:

Statewide competitive application process.

COMMISSION WORKSHOP

ACTIVITY # UDOT 17

Apr 16

RESPONSIBILITY:

Program Development Director

DESCRIPTION:

The workshop includes the full UTC, the four Regions, and members of the Program Development Staff. The workshop develops funding strategies and identifies projects to be include in the funding years of the STIP (the first three years) and the concept and development portion (the fourth and fifth years).

Phase 1, Funding Strategies:

The funding strategies include the following categories: Pavement Preservation, Structures Preservation, Ports of Entry, Rest Areas, Reconstruction, Traffic Operations, Safety, Congestion, and Capacity. The regions and staff present strategies to the UTC for consideration in developing the funding strategies for preservation for the next year and for projects for the third year of the new STIP.

Phase 2, Project Selection:

Projects developed in the Region workshops for the third year of the new STIP are arranged in a priority listing by the STIP coordinator in advance of the workshop. These projects must have an approved Concept Report with an estimate of costs in inflated dollars, and an established environmental process. If a full environmental impact statement (EIS) is required, it shall be completed prior to the project advancing into the third year of the STIP.

The projects to be advanced from the Statewide Long Range Transportation Plan to the fourth and fifth year (Concept Development) of the draft STIP are selected.

PRODUCT:

The Preservation and Capacity Projects for the STIP

DISTRIBUTION:

UTC
Pavement Management Engineer
Program Development Director
Region Directors
STIP Coordinator
Engineer for Statewide Planning
MPO TIP Coordinators

MPO & UDOT EXCHANGE RECOMMENDED PROJECTS

ACTIVITY # UDOT 18

May 1

RESPONSIBILITY:

STIP Coordinator

DESCRIPTION:

The MPO's share their recommended projects with UDOT and UDOT shares their recommended projects with the MPO's. An electronic format is preferred.

PRODUCT:

Items needed to prepare the Draft TIP's and the STIP

DISTRIBUTION:

MPO Tip Coordinators
STIP coordinators

PREPARE DRAFT STIP

ACTIVITY # UDOT 19

June1

RESPONSIBILITY:

STIP Coordinator

DESCRIPTION:

Using all previous input, the STIP Coordinator develops a Draft STIP including recommendations from the Commission/Staff Workshop and draft TIPs developed by the MPOs. The Draft STIP will be in compliance with Federal provisions and regulations.

PRODUCT:

The Draft STIP

DISTRIBUTION:

Executive Director
Assistant Director
UTC
Program Development Director
Engineer for Programming
Engineer for Statewide Planning
Engineer for Urban Planning
Roadway Management Engineer
Region Directors
MPO TIP Coordinators

ADVERTISE DRAFT STIP

ACTIVITY # UDOT 20

June 15

RESPONSIBILITY:

STIP Coordinator and Community Relations Manager

DESCRIPTION:

The STIP Coordinator works with Community Relations to advertise a “Notice to the Public” and to arrange for news releases indicating the opportunity for and UDOT’s desire for public comment on the STIP and its development process. A cutoff date for comments is included. The STIP Coordinator provides copies of the Draft STIP to each Region and MPO for public review. The STIP Coordinator provides copies of the Draft STIP to individuals and groups known to have an interest in state and local highway systems, including State Senators and Representatives.

PRODUCT:

Notice to the Public and Press Releases

DISTRIBUTION:

STIP Coordinator
Region Directors
MPO TIP Coordinators

PUBLIC COMMENT PERIOD

ACTIVITY # UDOT 21

June 18 to July 30

RESPONSIBILITY:

STIP Coordinator

DESCRIPTION:

The Public reviews the Draft STIP and makes comments through Public Relations or Program Development to the STIP Coordinator.

PRODUCT:

Public Comment

DISTRIBUTION:

Public Relations
MPO TIP Coordinators

COMPILE PUBLIC COMMENTS

ACTIVITY # UDOT 22

July 16 - July 31

RESPONSIBILITY:

STIP Coordinator

DESCRIPTION:

The STIP Coordinator collects, compiles, and evaluates each comment then distributes all comments received from the public during the public comment period.

PRODUCT:

Compilation of public comments and the responses to the comments.

DISTRIBUTION:

UTC
Program Development Director
Engineer for Statewide Planning
Region Directors
MPO TIP Coordinators

FINAL UDOT & MPO PROJECT CHANGES

ACTIVITY # UDOT 23

Aug 1

RESPONSIBILITY:

STIP Coordinator

DESCRIPTION:

The STIP Coordinator provides a compilation of public comments to Staff and to the UTC prior to submitting the Final Draft STIP to the UTC for approval. The Staff and UTC provide comments so that the STIP Coordinator can make appropriate modifications to the STIP. Modifications to the STIP requested after August 1 will be submitted to the UTC as STIP Amendments after the STIP has been approved by the UTC, the FHWA, and the FTA. If the schedule does not permit timely distribution of the public comments, the STIP Coordinator submits the Final Draft STIP with modifications and a copy of the comments to the UTC for approval.

PRODUCT:

Final Draft STIP

DISTRIBUTION:

UTC
Executive Director
Assistant Director
Program Development Director
Engineer for Statewide Planning
Engineer for Urban Planning
Pavement Management Engineer
Region Directors
MPO TIP Coordinators

RECREATIONAL TRAILS & SCENIC BYWAYS PROJECTS

ACTIVITY # UDOT 24

Aug 15

RESPONSIBILITY:

Utah Travel Council (Scenic Byways)
Utah Division of Parks and Recreation (Recreational Trails)

DESCRIPTION:

Obtain Scenic Byways and Recreational Trails Projects for the draft STIP. The Federally funded Recreational Trails Projects come into the STIP late each year because the cycle is tied to the cycle for a similar state legislated program. The Scenic Byways projects are tied to the Federal appropriations cycle. The Recreational Trails project submitted for the draft STIP will be multi-year, normally three years of projects.

PRODUCT:

Scenic Byways and Recreational Trails Projects for the STIP.

DISTRIBUTION:

STIP Coordinator

COMMISSION APPROVAL (AFTER MPO's POLICY BOARD ADOPTIONS)

ACTIVITY # UDOT 25

Aug 30

RESPONSIBILITY:

UTC

DESCRIPTION:

The UTC reviews the Final Draft STIP for compliance with previous recommendations, instructions, and available funds. Public comments and modifications are considered. The TIPs are reviewed for conformance with the STIP. Final approval is given to the TIPs, STIP, and accompanying certifications and resolutions. The STIP may be approved even though individual projects are deleted from the STIP by UTC action.

PRODUCT:

UTC Approved Final STIP

DISTRIBUTION:

STIP Coordinator
MPO TIP Coordinators

DRAFT STIP TO FHWA / FTA FOR APPROVAL

ACTIVITY # UDOT 26

Aug 30

RESPONSIBILITY:

STIP Coordinator

DESCRIPTION:

The STIP Coordinator prepares the STIP, support documents, project maps, certifications, and resolutions in the required format for FHWA and FTA approval. Submits documents for FHWA and FTA approval.

PRODUCT:

FHWA and FTA Receive draft STIP for review.

DISTRIBUTION:

FHWA (4 copies)
FTA (4 copies)

FTA / FHWA REVIEW

ACTIVITY # UDOT 27

Sept 1 - Sept 30

RESPONSIBILITY:

FHWA / FTA

DESCRIPTION:

FHWA and FTA review the draft STIP and associated documentation such as certifications , financial plans, and the project information and provide written comments to the UDOT.

PRODUCT:

FHWA and FTA review comments on the draft STIP.

DISTRIBUTION:

STIP Coordinator
Director, Office of Program Development
Deputy Director

FTA / FHWA Approval

ACTIVITY # UDOT 28

Oct 1

RESPONSIBILITY:

FHWA / FTA

DESCRIPTION:

FHWA and FTA approve the final draft STIP with a joint signature letter. FTA / FHWA comments and conditions on the STIP approval are included with the approval.

PRODUCT:

Final approved STIP with comments and conditions.

DISTRIBUTION:

Director
Deputy Director
Director, Office of Program Development
STIP Coordinator

UDOT GIVES NOTICE TO MPO's OF FTA / FHWA STIP APPROVAL

ACTIVITY # UDOT 29

Oct 1 - Oct 7

RESPONSIBILITY:

STIP Coordinator

DESCRIPTION:

Formal letter from UDOT Director giving notice of approved STIP sent to MPO's and Region Directors with copy of approved STIP. Prepare for next available commission meeting to give notice to UTC of approval.

PRODUCT:

Notice of FHWA / FTA STIP approval given to MPO's and Region Directors along with copy of the final STIP.

DISTRIBUTION:

UTC
MPO TIP Coordinators
Region Directors
UDOT Director
Deputy Director
Program Development (10)
Project Development (10)
FHWA
FTA

UDOT & MPO'S FINALIZE FHWA / FTA CHANGES

ACTIVITY # UDOT 30

Oct 15

RESPONSIBILITY:

STIP Coordinator

DESCRIPTION:

UDOT, in consultation with the MPOs, Regions, and Central Offices, as necessary, makes revisions to the final STIP consistent with FHWA and FTA's review comments.

PRODUCT:

Final STIP with changes based on FHWA and FTA review comments. UDOT to write to FHWA / FTA responding to the STIP comments.

DISTRIBUTION:

STIP Coordinator
MPO TIP Coordinators

FINAL STIP ON WEB (ELECTRONIC VERSION)

ACTIVITY # UDOT 31

OCT 15

RESPONSIBILITY:

STIP Coordinator

DESCRIPTION:

Upon approval from FTA / FHWA, provide the electronic version of the approved STIP to the Engineer for Program Development for publishing to the WEB.

PRODUCT:

Approved STIP on Program Developments WEB page for Download

DISTRIBUTION:

Engineer for Programming

FINAL PRINTED STIP & DISTRIBUTION

ACTIVITY # UDOT 32

Dec 1

RESPONSIBILITY:

STIP Coordinator

DESCRIPTION:

Final bound and printed version to have tabs to identify the specific region and transit portions of the approved STIP

PRODUCT:

Final Bound and Printed STIP

DISTRIBUTION:

MAG	5
WFRC	5
CMPO	5
Project Development	10
Program Development	30
Administration	10
Regions	10
FHWA	5
FTA	3
UTA	5

PREPARE LEGISLATIVE STIP & DISTRIBUTE

ACTIVITY # UDOT 33

Jan 15 to Feb 28

RESPONSIBILITY:

Program Development Director

DESCRIPTION:

Input from the Legislative Transportation Committee is obtained. Updates on the Centennial projects list. STIP coordinator produces STIP that covers the county that a legislator covers.

PRODUCT:

Consideration of Legislative concerns
County based STIP

DISTRIBUTION:

STIP Coordinator
Engineer for Statewide Planning
Engineer for Urban Planning
Region Directors
Region Preconstruction Engineers
MPO TIP Coordinators
Legislative Coordinator
Director
Deputy Director